18 June 1970

MEMORANDUM FOR THE RECORD

Subject: DDP Personnel Officer briefing on submitting language requirements

STAT

Project: [   ]

STAT

1. [   ]DDP's representative on the Language Development
Committee, had a meeting with DDP personnel officers on 17 June 1970 for
the purpose of briefing them on submitting language requirements in
accordance with Headquarters Regulation[   ]and   STAT

STAT [   ]representing PMCD/OP;[   ]   STAT

STAT [   ]representing the Office of Training; and

STAT [   ]representing Office of Computer Services
were also in attendance to answer any questions that may arise.

2. The Office of Training (O.T.) conducted the majority of the
briefing, explaining the objectives of the Language Development Program,
the Language Control Register and how requirements should be submitted.
O.T. presented a preliminary form, designed by M&P Branch/OCS, that will
be utilized for submitting language requirements. [   ]said O.T.   STAT
would finalize the form and prepare user instructions within two days,
that would be distributed to the personnel officers.

3. After the briefing, there was a question and answer period.
Many of the personnel officers questioned the inability to list multiple
languages with a specific position on the Language Control Register.

4. Following the meeting, I requested the Office of Training to
coordinate the final design of the form with OCS to insure that all input
requirements were met.

STAT

Group Leader/HRS

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Guidelines and Instructions for submitting Language requirements
on the Position-Language Control Form.

FROM:	EXTENSION	NO.
		DATE 23 Jun 70

25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.	6/23/70	6/23/70	a	Good notation. Much needed
2.	6/24/70	6/24/70	L.H.	Good
3.	6/25/70	6/25/70	MC.	Very good -
4.	6/24	6/24	CB	
5.	6/24/70	6/24/70	MK	
6.				
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FORM 3-62 **610** USE PREVIOUS EDITIONS ☒ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED